



QuickBooks Online

How to Do Bank Reconciliation:

1 – Login to your chapter QuickBooks Online, Enter your User ID & Password

qb QuickBooks

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by Paige - Apr 11, 2014
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Sign In

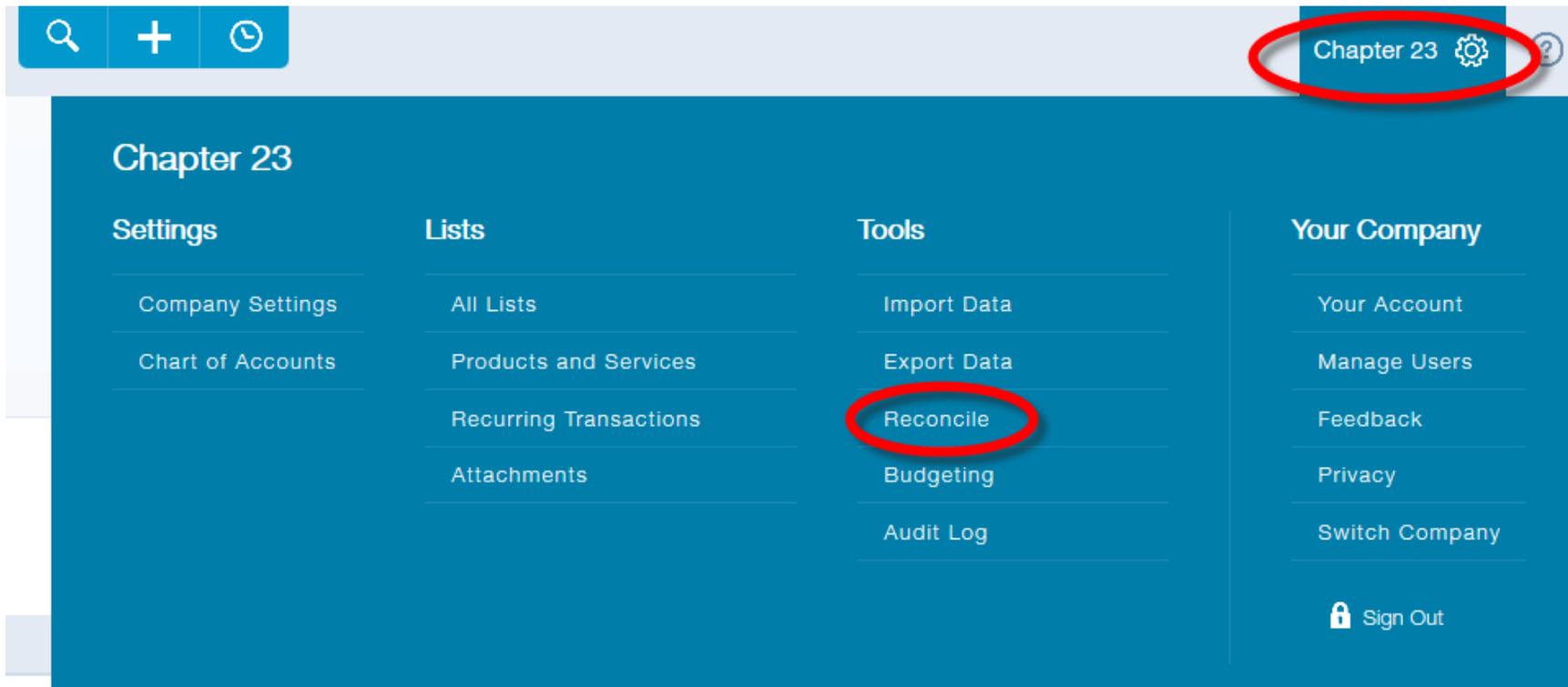
User ID

Password

Remember my user ID

Sign In [Can't access your account?](#)

2 – Click on “Chapter 23” then click on “Reconcile”



3 – Select the Account number and then click on

Reconcile Now



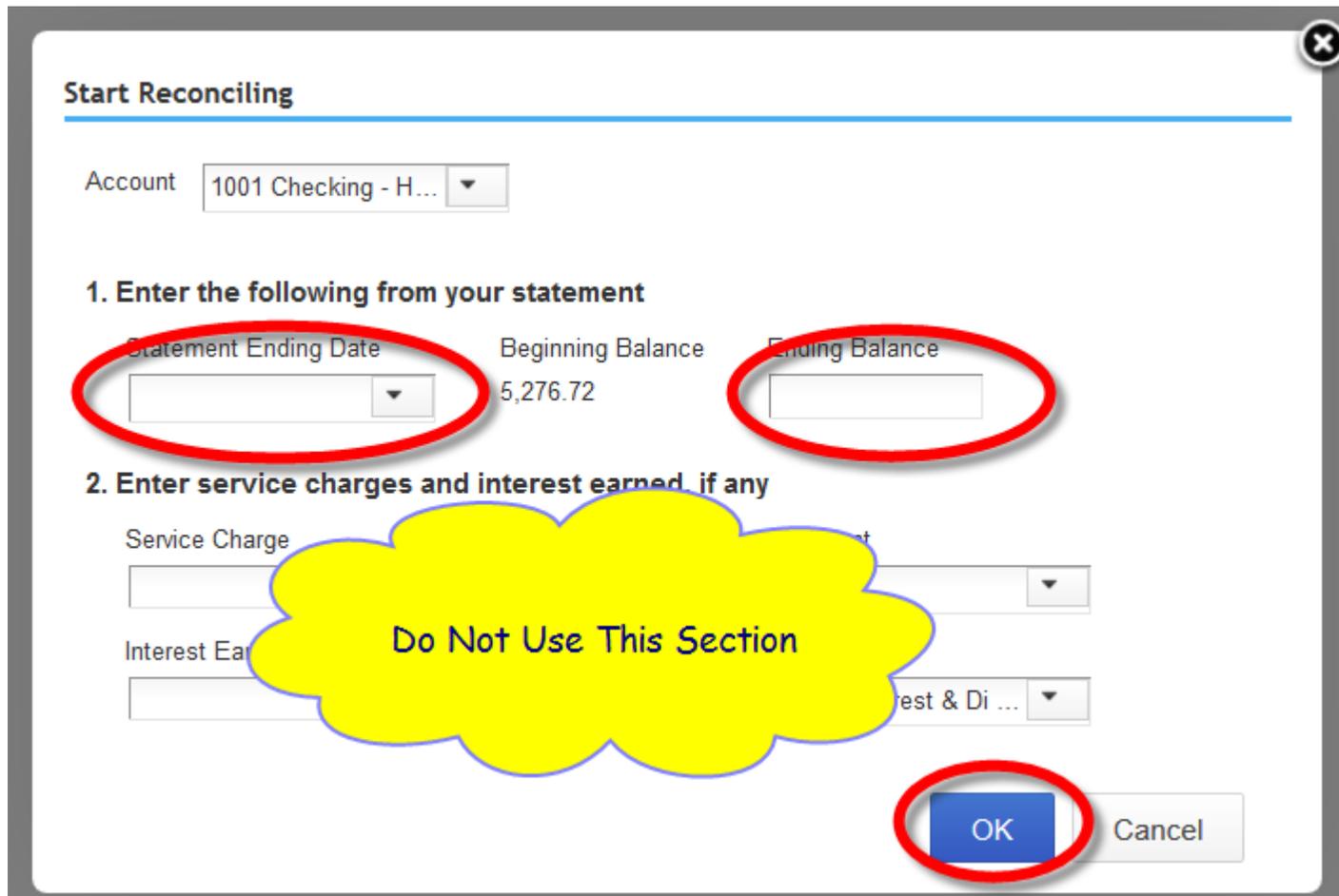
Account 1001 Checking - Webster ... Reconcile Now

Reconciliation History & Reports

Statement Ending Date	Reconciled On ▼	Ending Balance	Changes	Auto Adjustment
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5 – Complete **only** section 1 from your monthly bank statement. Enter “Statement Ending Date” and “Ending balance” and click on .

NOTE: Do NOT enter anything in section 2, “Service Charge” and “Interest Earned” are recoded via journal entry.



Start Reconciling

Account: 1001 Checking - H...

1. Enter the following from your statement

Statement Ending Date	Beginning Balance	Ending Balance
<input type="text"/>	5,276.72	<input type="text"/>

2. Enter service charges and interest earned, if any

Service Charge:

Interest Earned:

Do Not Use This Section

6 – Check mark all cleared items. If you have 0.00 difference click on 

Note: If there is a “Difference” check your work for error(s) or call HQ for help, DO NOT CLICK ON FINISH.

Cleared Balance:	-87.00
Difference:	187.00 Help me resolve a non-zero difference Or, apply an adjusting transaction

6 – Print a copy for your records

NOTE: Please make sure you include a proper description for all entries.

Sample Descriptions

- C100 05/01-04/2012 Facilitator Expense
- 2012 Seattle, WA Conference Expense
- Donation to RWIEF

Note: If not sure about which account is the most proper account for your transaction, please call IRWA HQ at 310-527-9387.